

The purpose of this data collection is to gather student information used to pre-print bar code labels to affix to the ISTEP+ exam during the 2004-2005 testing cycle. The bar code labels will help reduce the time requirements of the exam and will also ensure more accurate student information by helping to eliminate common bubbling errors related to the Student Information Questionnaire.

Instructions

Complete a data file using the file layout given below. Include all students in your school(s) that you expect to be taking the ISTEP+ exam during the next testing cycle. The required data should be collected, combined into a file, and submitted to the Department of Education through the secured STN Application Center. The file may be any of the formats contained in this document and must contain all the fields in the order described. **In addition, students reported in this file must already have an existing STN number in the STN Lookup.**

The collection period will begin on August 2, 2004 and last until August 29, 2004, which is the final date for submission. During this time you are required to submit the file to the Department of Education using the secured STN Application Center, check the processing results for errors, and check the reports in the message center for accuracy. If there are any errors or inaccuracies you may correct your data file and transmit the file again until the end of the day on August 29, 2004.

Bar Code labels returned to the schools will have a default sort order (indicated below by DEFAULT). If you choose to modify the sort order you will be able to do so through the secured STN Application Center website where you will have at least the following choices:

1. Sort by school, teacher name, student last name, student first name (DEFAULT)
2. Sort by school, grade, student last name, student first name
3. Sort by school, grade, teacher name, student last name, student first name

ISTEP+ Bar Code Labels Data Layout

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1	Corporation/Diocese Number	4	State-assigned public school corporation number or equivalent (e.g., Catholic diocese) Required Field: YES	Corporation where the student is enrolled.
2	School Number	4	State Assigned School ID Required Field: YES	School building where the student is enrolled.
3	Student Test Number (STN)	9	Official Student Test Number (STN) assigned to student Required Field: YES	
4	Grade Level	2	Allowable Codes Are: 03 = Grade 3 04 = Grade 4 05 = Grade 5 06 = Grade 6 07 = Grade 7 08 = Grade 8 09 = Grade 9 10 = Grade 10 11 = Grade 11 12 = Grade 12 13 = Grade 12+/Adult Required Field: YES	13 = Grade 12+/Adult has also been referred to as Grade 13 Post High School. These may be students who received <i>Certificates of Achievement</i> or <i>Course Completion</i> and who have returned for further education and to possibly earn a regular or other diploma.
5	Teacher Name	30	Allowable Characters Are: 0 - 9, A - Z, a - z, ' (apostrophe), / (slash), - (hyphen), and Space Required Field: NO	This field is used for sorting purposes. If you have sorting requirements that involve using the Teacher Name then this field MUST contain the teacher name or equivalent. A suggested format: LastName FirstName NOTE: No Comma allowed between names.
6	Student Last Name	25	Allowable Characters Are: A - Z, a - z, ' (apostrophe), / (slash), - (hyphen), and Space Required Field: YES	

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
7	Student First Name	20	Allowable Characters Are: A – Z, a - z, ' (apostrophe), / (slash), - (hyphen), and Space Required Field: YES	
8	Student Middle Name/Middle Initial	15	Allowable Characters Are: A – Z, a - z Blank or Space = Not Coded Required Field: NO	
9	Corporation Assigned Student ID	15	Non-STN identifier assigned to the student by the school or corporation. Allowable Characters Are: 0-9, A – Z, a - z Blank or Space = Not Coded Required Field: NO	This field is for corporations that use a student ID for their own purposes and would like to include it.
10	Gender	1	Allowable Codes Are: M = Male F = Female Required Field: YES	
11	Birth Date	8 or 10	Allowable Date Formats Are: MMDDYYYY and MM/DD/YYYY Where: MM = Month (01 - 12) DD = Day (01 - 31) YYYY = Year (1900 - 2099) Required Field: YES	Dates will be checked to ensure they are valid calendar dates.
12	Ethnicity	1	Allowable Codes Are: 1 = American Indian 2 = Black (Not of Hispanic Origin) 3 = Asian or Pacific Islander 4 = Hispanic 5 = White (Not of Hispanic Origin) 6 = Multiracial Required Field: YES	<p>American Indian: A person having origins in any of the original peoples of North America and maintaining cultural identification through tribal affiliation or community recognition.</p> <p>Black (Not of Hispanic Origin): A person having origins in any lack of the black racial groups in Africa.</p> <p>Asian or Pacific Islander: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. Examples of areas included are China, India, Japan, Korea, the Philippine Islands, and Samoa.</p> <p>Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.</p> <p>White (Not of Hispanic Origin): A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p>Multiracial: A person having a biological parent who is of a different race than the other biological parent.</p>
13	Special Code R	1	Optional sort field for local use Allowable Characters Are: 0-9 Blank or Space = Not Coded Required Field: NO	For use by the local ISTEP+ test coordinator in order to facilitate additional sorting of the ISTEP test results.

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
14	Special Code S	1	Optional sort field for local use Allowable Characters Are: 0-9 Blank or Space = Not Coded Required Field: NO	For use by the local ISTEP+ test coordinator in order to facilitate additional sorting of the ISTEP test results.
15	Special Code T	1	Optional sort field for local use Allowable Characters Are: 0-9 Blank or Space = Not Coded Required Field: NO	For use by the local ISTEP+ test coordinator in order to facilitate additional sorting of the ISTEP test results.
16	Unassigned	20	Optional sort field for local use Allowable Characters Are: 0-9, A – Z, a-z Blank or Space = Not Coded Required Field: NO	For use by the local ISTEP test coordinator in order to facilitate additional sorting of the ISTEP test results beyond what is capable with the Special Codes R, S, and T.
17	Special Education Participant	1	Is this student officially considered to be participating in a Special Education Program? Allowable Codes Are: Y = Yes N = No Required Field: If an Exceptionality is provided then this is a required field	i.e., does this student have an individualized education plan (IEP)?
18	Exceptionality	2	Exceptionality area that best describes the special education student's primary eligibility classification. Allowable Codes Are: 01 = Multiple Disabilities 02 = Orthopedic Impairment 03 = Visual Impairment 04 = Hearing Impairment 05 = Emotional Disability (Full Time) 06 = Emotional Disability (Other) 07 = Learning Disability 09 = Communication Disorder 10 = Mild Mental Disability 11 = Moderate Mental Disability 12 = Severe Mental Disability 14 = Deaf-blind 15 = Autism Spectrum Disorder 16 = Traumatic Brain Injury 17 = Other Health Impairment Blank or Space = Not Coded Required Field: If the student is flagged as a Special Education Participant then this is a required field.	Note: On the Student Information Questionnaire Emotional Disability (Full Time) & Emotional Disability (Other) are combined into a single field called Emotional Disability (05 & 06). DOE will automatically convert all 06 values to the 05 value indicated on the Student Information Questionnaire.
19	Section 504 Plan	1	Is this student served by a Section 504 plan? Allowable Codes Are: Y = Yes N = No Required Field: NO	Note: the XML layout was changed from 504Plan to Section504Plan.

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
20	Limited English Proficient (LEP, ESL, or ELL)	1	Is this student identified as a Limited English Proficient (LEP) student? Allowable Codes Are: Y = Yes N = No Required Field: YES	
21	English/Language Arts Accommodations	1	Allowable Codes Are: Y = Yes N = No Blank or Space = No Required Field: If the student is a Special Education Participant, has a Section 504 Plan, or is identified as LEP then this is a required field.	Was this student given any basic skills and/or applied skills testing accommodations in English/language arts that need to be reported? Only students with an IEP, Section 504 plan, or those identified as LEP should be given accommodations.
22	Mathematics Accommodations	1	Allowable Codes Are: Y = Yes N = No Blank or Space = No Required Field: If the student is a Special Education Participant, has a Section 504 Plan, or is identified as LEP then this is a required field.	Was this student given any basic skills and/or applied skills testing accommodations in mathematics that need to be reported? Only students with an IEP, Section 504 plan, or those identified as LEP should be given accommodations.
23	Science Accommodations	1	Allowable Codes Are: Y = Yes N = No Blank or Space = No Required Field: If the student is a Special Education Participant, has a Section 504 Plan, or is identified as LEP then this is a required field.	Was this student given any basic skills and/or applied skills testing accommodations in science that need to be reported? Only students with an IEP, Section 504 plan, or those identified as LEP should be given accommodations.
24	Socio-economic Status (SES)	1	Is the student approved for free or reduced-price meals? Allowable Codes Are: Y = Free or Reduced Lunch N = No Free or Reduced Lunch Required Field: YES	

Example Data File Formats

The following section contains example data files in the allowed comma delimited, positional, and XML formats.

Comma Delimited Format

```
8800,0001,000102001,03,Johnson Mary,Smith,Jane,,002012345,F,01011984,1,1,2,3,,N,,N,N,N,N,N,N
8800,0001,000199999,03,Johnson Mary,Smith,John,,002012346,M,05011984,1,1,2,3,Something,Y,02,N,N,N,N,N,Y
```

Positional Format

The following positional example shows dates that are 8 characters long and *do not* contain the '/' character.

10	20	30	40	50	60	70	80	90	100	110	120	130	140	150	160
88000001000102001003	Johnson Mary					Smith			Jane			002012345F010119841123			N NNNNNN
8800000100019999903	Johnson Mary					Smith			John			002012346M050119842123			SomethingY02NNNNNY

The following positional example shows dates that are 10 characters long and *do* contain the '/' character.

10	20	30	40	50	60	70	80	90	100	110	120	130	140	150	160
88000001000102001003	Johnson Mary					Smith			Jane			002012345F01/01/19841123			N NNNNNN
8800000100019999903	Johnson Mary					Smith			John			002012346M05/01/19842123			SomethingY02NNNNNY

E(x)tensible Markup Language (XML) Format

```
<XIF_ISTEPData>
  <Corporation Id="8800">
    <School Id="0001">
      <Student STN="000102001">
        <Name Last="Smith" First="Jane" Middle="" />
        <Demographics Gender="F" Ethnicity="1" SpecialEducation="N" Exceptionality="" Section504Plan="N" LEP="N" SES="N" />
        <Birth Date="01011984" />
        <SchoolUse StudentId="002012345" TeacherName="Johnson Mary" GradeLevel="03"
          SpecialCodeR="1" SpecialCodeS="2" SpecialCodeT="3"
          LanguageAccommodations="" MathAccommodations="" ScienceAccommodations="" />
      </Student>
      <Student STN="000199999">
        <Name Last="Smith" First="John" Middle="" />
        <Demographics Gender="M" Ethnicity="2" SpecialEducation="Y" Exceptionality="02" Section504Plan="N" LEP="N" SES="Y" />
        <Birth Date="05011984" />
        <SchoolUse StudentId="002012346" TeacherName="Johnson Mary"
          GradeLevel="03" SpecialCodeR="1" SpecialCodeS="2" SpecialCodeT="3"
          LanguageAccommodations="N" MathAccommodations="N" ScienceAccommodations="" Unassigned="Something" />
      </Student>
    </School>
  </Corporation>
</XIF_ISTEPData>
```

Change History

The following section contains a history of changes made to the ISTEP Data Layout from the prior version 08.19.03. It relates the current fields to their previous location.

Field Order	Fieldname Description	Previous Field Order Location	Notes
1	Corporation/Diocese Number	1	No change
2	School Number	2	No change
3	Student Test Number (STN)	3	No change
4	Grade Level	4	Field Specification renamed for grade 13
5	Teacher Name	5	No change
6	Student Last Name	6	No change
7	Student First Name	7	No change
8	Student Middle Name / Middle Initial	8	No change
9	Corporation Assigned Student ID	9	No change
10	Gender	10	No change
11	Birth Date	11	No change
12	Ethnicity	12	No change
13	Special Code R	13	No change
14	Special Code S	14	No change
15	Special Code T	15	No change
16	Unassigned	16	No change
17	Special Education Participant	17	No change
18	Exceptionality	18	No change
19	Section 504 Plan	19	No change
20	Limited English Proficient (LEP, ESL, or ELL)	20	No change
21	English/Language Arts Accommodations	21	No change
22	Mathematics Accommodations	22	No change
23	Science Accommodations	23	No change
24	Socio-economic Status (SES)	24	No change